

North Dakota State University  
**NORTH DAKOTA FOREST SERVICE**

**2015 Fire Seasonal Employment Application**

Thank you for your interest in employment opportunities at the NDSU-North Dakota Forest Service. Please read the following procedures to ensure your application receives the timely consideration it deserves.

The NDSU-North Dakota Forest Service is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws, including appropriate affirmative action efforts for all individuals without regard to race, color, national origin, religion, sex, disability, age, Vietnam era veterans status, sexual orientation, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours, which is not in direct conflict with the essential business-related interests of the employer.

1. Applications are accepted only for positions that are currently open; we do not retain applications on file. An application must be completed for each specific position opening.
2. Please complete all sections on the employment application. A resume may be included to supplement your application. Do not substitute your resume for the information requested on the application.
3. North Dakota State University will employ persons based on qualifications and performance requirements of the job. Address each minimum and preferred qualification addressed on the position opening.
4. Applications may be submitted by April 2 to:

NDSU-North Dakota Forest Service  
Attn: Fire Application Processing  
916 E Interstate Ave, Suite #4  
Bismarck ND 58503

5. If you are offered employment, the NDSU Criminal Record Disclosure Form must be signed and submitted. No offer of employment can be made until the form is received. Any offer is contingent on review and verification of the form.

# NDSU - North Dakota Forest Service

NDSU-North Dakota Forest Service  
916 E Interstate Ave Suite #4  
Bismarck ND 58503  
Tel: (701) 328-9944

## Personal data:

Position for which you are applying: \_\_\_\_\_

Pos. #: 00022439 Dept: 1100 North Dakota Forest Service

Applicant's name: \_\_\_\_\_

First

Middle

Last

Address

City

State

Zip

Home phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Area code) telephone number

Another phone number where you can be reached/message can be left: \_\_\_\_\_

Can you provide proof, if hired, that you are eligible to work in the United States? (Check one) yes\_\_\_ no\_\_\_

Are you at least 18 years of age? (Check one) yes\_\_\_ no\_\_\_

DO YOU HAVE A VALID DRIVERS LISCENSE? (Check one) yes\_\_\_ no\_\_\_

Drivers license number: \_\_\_\_\_

State of issue: \_\_\_\_\_ (Check one) operator\_\_\_ commercial (CDL)\_\_\_ Chauffeur\_\_\_

Date available for employment: \_\_\_\_\_

Mm/dd/year

***Thank you for considering North Dakota State University and  
North Dakota Forest Service as your prospective employer.***

North Dakota State University and the North Dakota Forest Service is fully committed to equal opportunity in the employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmation action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, status with regard to marriage or public assistance or participation in lawful activities off the employer's premises during non-working hours which is not in direct conflict with the essential business related interest of the employer.

This information will be made available in alternative formats for people with disabilities upon request by calling 701-328-9944

## Employment Application

### Applicant's education:

		Major/minor	Circle highest grade completed	Degree/diploma
High school	<b>Name:</b>		9 10 11 12	
	<b>Location:</b>			
College	<b>Name:</b>		1 2 3 4	
	<b>Location:</b>			
Graduate school	<b>Name:</b>		1 2 3 4	
	<b>Location:</b>			
Vocational/technical	<b>Name:</b>		1 2 3 4	
	<b>Location:</b>			

### Other professional achievements:

Type	Identification of special achievement	Year completed
Licenses		
Certificates		
Other (specify)		

### Describe special skills/knowledge possessed relevant to this position

### Computer hardware/software (be specific, list versions of software)

### Laboratory equipment (if applicable)

### Field/heavy/light equipment (if applicable)

**\*Employment record**—be complete and accurate. If additional space is needed, please complete page 4.

(List present or most recent experience first—include military experience and volunteer work for last five years.)

# Employment Application

**Firm name and address:**

Supervisor's name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Phone no. \_\_\_\_\_

Position title: \_\_\_\_\_

Reason for leaving

Date started \_\_\_\_\_ Date left \_\_\_\_\_

Total years \_\_\_ months \_\_\_ No. hours/week \_\_\_\_\_

Describe duties (be specific)

**Firm name and address:**

Supervisor's name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Phone no. \_\_\_\_\_

Position title: \_\_\_\_\_

Reason for leaving

Date started \_\_\_\_\_ Date left \_\_\_\_\_

Total years \_\_\_ months \_\_\_ No. hours/week \_\_\_\_\_

Describe duties (be specific)

**Firm name and address:**

Supervisor's name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Phone no. \_\_\_\_\_

Position title: \_\_\_\_\_

Reason for leaving

Date started \_\_\_\_\_ Date left \_\_\_\_\_

Total years \_\_\_ months \_\_\_ No. hours/week \_\_\_\_\_

Describe duties (be specific)

# Employment Application

**Firm name and address:**

Supervisor's name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Phone no. \_\_\_\_\_

Position title \_\_\_\_\_

Reason for leaving

Date started \_\_\_\_\_ Date left \_\_\_\_\_

Total years \_\_\_ months \_\_\_ No. hours/week \_\_\_\_\_

Describe duties (be specific)

**Firm name and address:**

Supervisor's name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Phone no. \_\_\_\_\_

Position title: \_\_\_\_\_

Reason for leaving

Date started \_\_\_\_\_ Date left \_\_\_\_\_

Total years \_\_\_ months \_\_\_ No. hours/week \_\_\_\_\_

Describe duties (be specific)

**Firm name and address:**

Supervisor's name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Phone no. \_\_\_\_\_

Position title \_\_\_\_\_

Reason for leaving

Date started \_\_\_\_\_ Date left \_\_\_\_\_

Total years \_\_\_ months \_\_\_ No. hours/week \_\_\_\_\_

Describe duties (be specific)

**Firm name and address:**

Supervisor's name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Phone no. \_\_\_\_\_

Position title: \_\_\_\_\_

Reason for leaving

Date started \_\_\_\_\_ Date left \_\_\_\_\_

Total years \_\_ months \_\_ No. hours/week \_\_\_\_\_

Describe duties (be specific)

**Please list all firefighting classes and experience you have received relating to firefighting:**

**Please list two references other than relatives or previous employers.**

Name  
Position  
Company  
Address

Name  
Position  
Company  
Address

Telephone

Telephone

\*\*\*\*\*

## Employment Application

The facts set forth in my application, resume and other materials submitted for my application file are true and complete. I authorize NDSU to verify my employment and educational background and other information stated in my application file by contacting relevant employers, educational institutions and others. I also authorize my employers, educational institutions and others to release such information including educational records, to NDSU.

If offered employment, the NDSU Criminal Record Disclosure Form must be signed and submitted. *No offer of employment can be made until the form is received.* Any offer is contingent on review and verification of the form.

I understand that:

- Making an omission of a material fact or a false statement in these application materials may be sufficient cause for denying me consideration for employment or for dismissal after employment.
- This application and all application materials are open records as defined in North Dakota Century Code 44-04-18.
- I will be subject to drug and alcohol testing under university regulations, if my employment is covered by a state or federal law requiring or authorizing drug testing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### North Dakota Veteran's preference (NDCC 37-19.1)

**Veteran eligibility:** You must be a current North Dakota resident who served in the active military forces during a period of war or who received the Armed Forces Expeditionary or other campaign service medal during an emergency condition as established in the North Dakota Century Code 37-01-40. In addition, you must have been discharged or released therefrom under other than dishonorable conditions. Applications claiming veteran's preference **must attach a copy of Report of Separation DD214**. Disabled veterans must also include a letter less than one year old from the Veteran's Administration indicating such disability.

Complete only if you wish to claim veteran's preference: (*circle one*)

Are you a North Dakota resident? Yes no

Do you claim North Dakota veteran's preference? Yes no

If yes, list exact dates of service \_\_\_\_\_

Do you claim North Dakota disabled veteran's preference? Yes (*see Veteran eligibility above*) no

*A brochure on the statistics for Crime Awareness and Campus Security Act of 1990  
Is available upon request in the NDSU Office of Human Resources and Payroll*